

Quotation Request //

US Government Printing Office

Atlanta Regional Office
1888 Emery St., Suite 110
Atlanta GA 30318-2566

JACKET:524-953

Quotations are Due By:

(Eastern Time) 11:00 AM on 04/30/2009

Submit Fax Quotes to: (404) 605-9185

Contractors must provide mandatory taxpayer information before GPO makes payment.

Please see special notice on <http://contractorconnect.gpo.gov/>.

TITLE: PUERTO RICO POLICE DEPARTMENT SCANNING JOB

QUANTITY: 2 Digital Deliverable (see below) sets of approx. 15,000 originals

NOTE: An accurate number of originals cannot be determined. CONTRACTOR MUST INFORM GPO-ATLANTA (Renee Sessum @ 404-605-9160 ext. 109) IMMEDIATELY IF ORIGINALS FURNISHED IS MORE THAN 15% OVER THE ESTIMATED ORIGINALS - DO NOT PROCEED UNLESS INSTRUCTED BY GPO ATLANTA.

TRIM SIZE: 8-1/2 x 11" and up to 8-1/2 x 14"

PAGES: Approximately 15,000 originals

SCHEDULE:

Furnished Material will be available for pickup by 05/04/2009

Deliver complete (to arrive at destination) by 05/20/2009

F.O.B. destination

- Complete production of scanning and indexing MUST be completed and delivered by May 20, 2009.

QUALITY LEVEL: N Quality Assurance Through Attributes (GPO PUB 310.1, effective May 1979 (Rev. 8-02)) applies.

DESCRIPTION:

NOTE: CONTRACTOR WILL ONLY BE ABLE TO PERFORM DURING THE HOURS OF 9AM TO 5:00PM, MONDAY THRU WEDNESDAY DURING THE TIME PERIOD SPECIFIED.

The requirement of this contract is for the on-site document imaging, scanning and indexing, services of approximately a total of 15,000 originals contained in various files and/or records on site at a single location during the time frame between May 4, 2009 through May 6, 2009. Originals contain color photographs, which MUST be reproduced in b/w. The originals must be disassembled/prepped for scanning, scanned to image files and the re-prepped such that the files are returned to their original state. All images/scans are to be recorded to CD-Rom(s) in a format compatible with MS Windows XP.

Due to extreme sensitivity of the furnished documents the contractor is to perform all required SCANNING services at the Puerto Rico Police Department Headquarters, San Juan, Puerto Rico. All scanning requirements (raw data) MUST be done on site. A set up charge (scanners, etc. - all inclusive) will be allowed. This charge along with the various percentages for each line item will form the basis for award. The electronic Bates numbering and indexing can be performed off site, within a 50-miles radius of the off site location, in which the contractor is solely responsible for all security measures to protect scanned information.

The contractor awarded this contract MUST be able to transport the appropriate equipment (scanners, etc - all inclusive) to address above. A set-up charge (scanners, etc - all inclusive) is to be included with initial bid in the event that the estimated number of originals exceed 15%. The set-up charge in the initial quote

will be used to make an adjustment to the price if warranted by the schedule at that given time.

SCANNING/ IMAGE FORMAT REQUIREMENTS:

- CD-ROM Requirements:

1. All images should be stored on CD-ROM media of a type that can be read by any standard CD-ROM reader, that is, the CD-ROM media should be compliant with ISO 9660.
2. The volume label of each CD must be unique for a project (i.e. PRP03).
3. The root directory on the CD-ROM will contain a folder named the same as the volume ID. All images will be under that folder. Index files will be at the root level.
4. All pages for a collection of documents that comprise a folder or other logical grouping (i.e. box), should be burned to the same CD-ROM where possible.
5. All pages for a particular document should be burned to the same directory.
6. The images should be grouped into subfolders. The directories should mimic the document organization where possible. No more than 2500 images to a directory (unless that would break a box, then more is permitted). There should only be one level of subdirectories below the root folder (two total - i.e. PRR03BOX01)/ The naming of the second tier directory is optional.

- Black & White Imaging Requirements:

1. The images should all be stored as black and white, single-page Tagged Image File Format (TIFF) Group IV, 2- Dimension Files, and should be retrievable by standard TIFF viewers.
2. All image files should be stored with the ".TIF" extension.
3. Images should be scanned at 300 dpi resolution to permit later OCR.
4. Image should be named batesnumber.tif (i.e. PUR0000001.tif)
5. Note: All color images/photographs must be scanned in as black/white and/or grayscale.

- Image Indexing Requirements:

1. A text file will be created to provide document break and image location information. Agency's preferred file format is Summation DII or Concordance/Opticon image load files.
2. If the contractor is unable to produce a Summation DII or Concordance/Opticon load file, this following will be acceptable:

(a.) A CSV or tab delimited file.

(b.) Files should include the bates number, the path to the image, indication of document breaks.

-- For example (the bates numbers for the final product will differ from those below):

PUR004001,PR001BOX01PUR0040001.tif, Y

PUR004002,PR001BOX01PUR0040002.tif,

PUR004003,PR001BOX01PUR0040001.tif,Y

DELIVERABLES:

- In addition to performing the work outlined in above, the contractor shall produce an additional copy of all CD's /finished work.

LINE ITEMS:

\$ _____ per black & white scan @300 dpi x 15,000 (+/-)

\$ _____ File formatting and indexing as specified x 15,000 (+/-)

\$ _____ per CD x 2 (+/-); estimated 2 CDs each for master set & copy set

\$ _____ All inclusive (scanner, etc.) offsite set-up charge.

NOTE: CONTRACTOR MUST SUBMIT A FINAL COUNT OF ITEMS SCANNED & INDEXED FOR VERIFICATION AT TIME OF DELIVERY. SUBMIT SIGNED VERIFICATION WITH PAYMENT.

MATERIAL FURNISHED: Contractor to pickup at department. See below.

See Description.

COLOR OF INK:

MARGINS:

PACKING:

- Pack suitable per shipping container.

- NOTE: All shipping container labels MUST contain the following information clearly legible or the shipment may be refused upon delivery:

(1) Dept Req. #9-05275

(2) Jacket #524-953

(3) Quantity contained within

DISTRIBUTION:

- Deliver all digital deliverables by tracable means to: DOJ/CRT/SPL - PHB, Attn: Luis Saucedo (202-353-0299), 601 D St., Room 5420, Washington DC 20004. INSIDE DELIVERY REQUIRED!

- DISPUTES CLAUSE: GPO Publication 310.2, GPO Contract Terms, Contract Clause 5. Disputes, is hereby replaced with the June 2008 clause found at www.gpo.gov/printforms/pdf/contractdisputes.pdf. This June 2008 clause also cancels and supersedes any other disputes language currently included in existing contractual actions.

- All GPO publications referenced in these specifications are available on the internet via the GPO web-site, <http://www.contractorconnect.gpo.gov>.